

**DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS - ATASCADERO  
PLANT OPERATIONS**

<b>JOB CLASSIFICATION: Utility Shops Supervisor – Building Trades</b>
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**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -**

Under direction, supervises and works with a small crew of journey persons and helpers of mixed mechanical and building trades engaged in repair, maintenance, or minor construction support activities; and do related work.

- 40 % Supervises the operation of the Outside Maintenance Department, Inside Maintenance Department and the Paint Shop in the repair and maintenance of the facility needs. In conjunction with the Supervisor of Building Trades, completes Work Orders generated throughout the Hospital and other buildings outside the security area. Oversees and prioritizes the work of Maintenance Mechanics, Building Maintenance Workers and Painters. Supervises and is aware of the activities of the workers under his/her direction and the tools they use. **Uses the principles of Continuous Quality Improvement in his daily work activities. Assures timely completion of Annual Performance Evaluations and Probationary Reports. Monitors attendance and signs the Absence and Additional Time Worked Report (STD 634).**
- 25 % **Maintains daily work order log showing when received and when completed. Evaluates various work orders in an order of priority, putting health and safety first.** Maintains and requisitions material in order to meet the needs of various work orders, and lists labor and material on the work order.
- 25 % Prepares monthly work order status and projects reports to the Supervisor of Building Trades. Analyzes and provides corrective action on health and safety issues he encounters or are brought to his attention. **Maintains an active Preventive Maintenance program as directed by the Chief of Plant Operations I. Maintains daily tool control procedures, and instructs all concerned in proper tool control. Monitors Hazardous Materials inventory, ensures that employees are informed of such (Right-to-Know) and know how to use Safety Data Sheets (SDS) and how to locate the proper protective gear. Reads, understands and conforms to all Hospital Administrative Directives.** Assist in preparing Special Repair and Minor Capital Outlay projects, along with related contracts.
- 10 % The Utility Shops Supervisor and his crew work with and assist tradespersons on various projects assigned to Plant Operations. As determined by the Chief of Plant Operations I and the Supervisor of Building Trades, the Utility Shops Supervisor may be temporarily assigned to assist in other Plant Operations functions which would serve the best interests of the Hospital. **Has the physical ability to climb and work off ladders, lift and carry a minimum of 70 pounds, work unassisted if necessary, and work standing throughout a workday.**

## **2. SUPERVISION RECEIVED**

Supervisor of Building Trades

## **3. SUPERVISION EXERCISED**

4.0 Building Maintenance Worker; 8.0 Maintenance Mechanics; 1.0 Painter II;  
3.0 Painter I

## **4. KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

Methods, materials, tools, and equipment used in the construction, maintenance, and repair of buildings, building equipment and mechanical equipment installations; codes, rules, regulation, and Safety Orders applicable to the various building and mechanical trades; principles of effective supervision; methods used in requisitioning, receiving, storing and using tools, materials, and supplies; department's affirmative action program objectives; a manager's role in the affirmative action program and the processes available to meet affirmative action objectives.

### **ABILITY TO:**

Assign, supervise, and inspect the work of building and mechanical trades journey persons; read and interpret blueprints and work from plans and specifications; operate standard power tools and machines used in mechanical and construction trades work; estimate labor and material requirements; keep records and prepare reports; analyze situations accurately and take effective action; effectively contribute to the department's affirmative action objectives.

## **5. REQUIRED COMPETENCIES**

### **INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

### **CPR (at facility option)**

N/A

### **MANAGEMENT OF ASSAULTIVE BEHAVIOR (at facility option)**

N/A

### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enable

the employee to work effectively.

### **PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

### **SITE SPECIFIC COMPETENCIES**

Maintains and repairs building Fixtures and equipment, including windows, roof, doors, screens, drains, shelving, maintains and repairs floor tiles and cove base; installs miscellaneous wall fixtures such as bulletin boards, chalk boards, mirrors, pictures, cabinetry, posters, etc. Small appliance repair, minor electrical repairs, assists in the movement of furniture, maintains and organizes work order log; maintains tool control; requisitions supplies. Keeps records and makes reports; consults with other tradespersons; supervises, instructs and leads trades people in the functions of the Outside Maintenance Department and Carpenter Shop and maintains an active preventive maintenance program as directed. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

### **TECHNICAL PROFICIENCY (SITE SPECIFIC)**

Knowledge of the work order system and preventive maintenance system.

## **6. LICENSE OR CERTIFICATION**

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.

**NOT APPLICABLE -**

## **7. TRAINING - Training Category = 9**

The employee is required to keep current with the completion of all required training.

## **8. WORKING CONDITIONS (FLSA)**

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

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Employee's Signature

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Date

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Supervisor's Signature

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Date

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Reviewing Officer's Signature

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Date